



2023-24 Out-of-School Time (OST) Grants Use of Funds

The state school aid funding allocated under Michigan Public Act (P.A.) 103 of 2023, Section 32n is intended to develop a competitive grant program to distribute the funding for the 2023-24 OST Grants. Grant programs applying for this grant must increase the number of children and youth provided before- and after-school and summer learning programs, accelerate learning, and help reduce costs to families for participation. All expenditures must be necessary and reasonable.

Allowable activities may include:

- Expansion of existing program: number of weeks and hours, number of children served, summer programming, new site(s).
- Establishment of a new program
- Hands-on academic enrichment in core subject areas
- Field trips related to the academic and enrichment activities
- Professional learning and training related to the improvement of the program(s)
- Development of school-community partnerships
- Support expanded learning opportunities such as:
 - mentoring
 - leadership
 - community engagement
 - agriculture
 - the arts
 - literacy
 - science, technology, engineering, mathematics (STEM)
 - health and well-being
 - recreation
 - college awareness and readiness
 - explore careers and gain workforce skills
 - integration of whole child supports
 - other innovative programming

Allowable Costs associated with these activities include:

- Costs to directly related to provide the described program, e.g.,
 - Staff Salaries and Benefits (for those working directly with children and youth).
 - Supplies and materials to implement the program.
 - Cell Phone costs (OST program use only).
 - Costs of recruiting program participants.
- Food for Children and Youth, not covered by funds from:

- Child and Adult Care Food Program (CACFP),
 - Afterschool School Snacks and Supers,
 - School Meals, or
 - Summer Feeding Program.
- Transportation Costs (to and from the program or for field trips)
 - Single trip cost (usually per hour, day, or mile).
 - Contracted Bus or Van services.
 - Program owed vehicle costs may include:
 - Drivers (salaries and benefits)
 - Fuel (sorry NO gas cards, must have fuel receipts on file)
 - Portion of costs to repair, operate, and maintain
- Field Trips
 - Admissions Costs.
 - Transportation Costs (as above).
- Vendor services
 - Fees for specialized programming through a contracted service, e.g.,
 - Staff.
 - Supplies and Materials.
 - Use of specialized equipment or technology.
 - Note: these would be invoiced by an outside provider that is ideally under a written contract or memorandum of understanding that includes what, when and how the services are to be provided. Fees should be paid at the conclusion of the services or periodically adhering to the contract.
- Community Services, Direction
 - Salary and Benefits of a *Grant Project Director*. This person supervises staff working directly with children and youth.
 - Staff Professional Development, may include:
 - Salaries and Benefits for staff to attend training.
 - Fees and expenses for training.
 - Contractor to provide training.
 - Supplies and materials associated with the work of the *Grant Project Director* or staff professional development.
- Community Activities
 - Family Events.
 - Parent Meetings/Workshops.
- Evaluation Services, e.g.,
 - Contracted program evaluator.
 - Data entry costs.
 - Costs associated with completing the statewide evaluation survey.
- Costs associated with Licensing of the program, e.g.,
 - Application
 - Background Checks
 - Fingerprinting

- All of the following Business Services must be pro-rated based on the portion related to the operation of the OST program (subject to maximum 10% of the grant award):
 - Payroll and Accounting Services
 - Office supplies and materials
 - Single Audit (if receiving more than \$750,000 in Federal funds per year)
 - Utilities, gas, electric, water, trash removal
 - Rent
 - Custodial, maintenance, and security services
 - Organization Administration, i.e.:
 - Principals
 - Executive Director
 - Board Members

Unallowable Expenses

- Pre-award expenses such as licensing applications or grant writing
- Purchase of facilities and vehicles (e.g., buses, vans, cars) or land acquisition
- Long-term vehicle rental (e.g., buses, vans, cars)
- Capital improvements and permanent renovations (fixing or adding permanent structures)
- Organization expenses not related to the operation of the OST program.
- Rent, custodial, maintenance, and security services for the entire organization (not directly related to the OST program)
- Dues to organizations, federations, or societies for personal benefits
- Purchases for personal use such as gifts to staff or students
- Gift cards for any use

IMPORTANT NOTE: This is not an all-inclusive list of allowable and unallowable expenses. If you have questions about whether an expense is allowable or unallowable, please contact us at MDE-OST@Michigan.gov.